



# ANNOUNCEMENT OF POSITION OPENING

Posted: July 26, 2012

**POSITION:** **INSTITUTIONAL ADVANCEMENT ASSOCIATE**  
CCP 16, 12-month, Tenure-Track

**ANTICIPATED START DATE:** November 2, 2012

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in a field related. At least one year experience in institutional development and fundraising with proven track record in related functional responsibilities, such as Annual Giving program, special events, Alumni Relations. Professional with highly developed self-motivation skills, excellent interpersonal, written and oral communication skills. Demonstrated competency in newsletter and grant development preparation. Highly proficient in all major applications of MS Office (Word, Excel, PowerPoint, and Outlook). Highly competent with donor database, preferably in Talisma – Donor 2. Candidate needs to be highly organized and has good time management skills.

The successful candidate will have demonstrated success in the following areas:

- Fundraising based upon short- and long-range goals for unrestricted funding sources;
- Ability to cultivate and establish personal contacts and build strong personal relationships with a portfolio of 200-400 mid-level corporations, foundations and/or individual donors to secure and upgrade annual gifts;
- Establishment of phone-a-thon program;
- Completion of fund raising projects and campaigns that meet established goals;
- Attainment of and retention of donor support;
- Establishment and execution of special event programs;
- Database and records management including maintaining donor database and paper records of contributions and grants with security and quality control;
- Maintain accurate accounting of Annual/Alumni unrestricted and restricted income, its source and disbursements with reporting accuracy;
- Develop communications such as solicitation letters and donor acknowledgements.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:** The Institutional Advancement Associate position reports to the Director of Institutional Advancement and works collaboratively with the HCC faculty and staff and Foundation Board members. The Associate manages a comprehensive Annual/Alumni fundraising program and supports the Director with effective leadership, vision and strategic planning for the Foundation. S/he contributes to the mission and vision of the college as a student-centered, success-oriented institution and demonstrates an understanding of and commitment to the mission of Housatonic Community College. This position also requires participation in commencement and convocation activities as well as special college meetings. Some evenings and weekends required.

**SALARY:** \$49,211.00 approximate annual salary, with full benefits package

**TO APPLY:** Submit a **letter of interest**, **current resume** and **completed (typed) Connecticut Community College Employment Application\*** to:

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

Human Resources Department  
Institutional Advancement Associate Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (**8 PAGES OR LESS**)

**APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **September 10, 2012**.

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_Unclass\\_EEO.doc](http://www.hcc.commnet.edu/HR/apps/State_App_Unclass_EEO.doc).  
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

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